

The Clay Minerals Society
PO Box 460130
Aurora, CO 80046-0130
(303) 680-9002
Fax: (303) 680-9003
e-mail: cms@clays.org
Internet: cms.lanl.gov

THE CLAY MINERALS SOCIETY RESEARCH GRANTS

POLICIES AND PROCEDURES

Introduction

The Research Grant program provides partial financial support of Masters and doctoral thesis research for graduate students of clay science and technology. Grants are intended to aid a research project but not to sustain the entire cost. Research Grant applications are judged on a competitive basis considering the qualifications of the applicant, the objectives of the research proposal, and the design of the research project. The applicant's financial need with respect to completing the research project is also considered by the evaluation committee. Research Grant applications will be evaluated by a five-member CMS committee, which will rank the applications and recommend those to be funded and the funding levels. The CMS Council will consider these recommendations at the annual CMS meeting.

Eligibility

Grants are awarded only to individuals. Eligible individuals include Masters or doctoral students of clay science or technology. There are no restrictions with regard to nationality, gender, age, or CMS membership. The applicant must e-mail a completed APPLICATION FOR RESEARCH GRANT form (attached) and a CV or resume. If the applicant *does not have access to e-mail*, he/she must submit six (6) copies of the completed application form and CV or resume. In addition, the applicant must obtain **confidential** evaluations from two faculty members at his/her university. Each faculty evaluation must be completed on an APPLICANT APPRAISAL form (attached) and e-mailed to CMS from the faculty member's own e-mail address (or the information on the APPLICANT APPRAISAL form may be copied into the body of the e-mail message). Students may apply for a Research Grant and a Travel Grant in the same year; however, no student will receive both grants in one year.

Use of Funds

Individual grant requests may be up to \$2,500, and the amount requested must be justified in the detailed budget. The exact amount awarded to successful applicants will depend on the proposed budget, the nature of other recommended applications in that year, and the amount budgeted for the program (typically \$10,000). Grants will be administered by the grantee's university unless university regulations require that a percentage of the grant money be used to cover expenses associated with administration of the grant. In this case, grant money will be administered by the supervising faculty member or the student's department. The following terms and conditions must be met regarding use of the grant money:

- Grant money may only be used for the costs of travel, room, and board associated with research-related fieldwork, or for the costs of equipment, supplies, and analyses required to complete the research. Also, reimbursement from the grant up to \$500 for expenses incurred while presenting a paper on thesis research at the CMS conference is allowed.

- No portion of the grant money may be used by the University to cover expenses associated with administration of the grant, nor may the grant money be used as payment of salary, for the maintenance of families of the grantees and their assistants, as reimbursement of work already accomplished, to attend professional meetings (other than as previously stated), or for thesis preparation.

Additional support beyond that awarded the grantee is possible only by applying for another research grant the following year. A progress report and proof of expenditures must accompany this application. No individual may receive more than one renewal of a previously funded project, or more than two grants for separate projects in separate years.

Processing of Applications

All required forms are included at the end of this document or may be obtained on the web (<http://cms.lanl.gov/research.html>) or in hardcopy from the Society Office, P. O. Box 460130, Aurora, CO 80046-0130 USA. **E-mail your application to the CMS Office to arrive by 1 April.** The Research Grants Committee will evaluate the applications and make recommendations for funding. The CMS Council considers the committee's recommendations during the annual CMS meeting. The Research Grants Committee chair will notify each applicant of the Council's decision and the Committee's comments by September 1, and grantees will receive their grant money shortly thereafter.

Responsibilities of Recipients

Use of Funds. The grantee is expected to use grant funds prudently, to conduct his/her research in accordance with scientific principles, and to confine his/her work within the framework defined in his/her application. Funds shall be expended only for the purposes stated and in accordance with the budget indicated in the application. Each grantee should keep a record of expenses to be included with the annual progress report. The CMS reserves the right to request expenditure receipts from the grantee. Unused funds shall be returned to the CMS.

Time Schedule. The grantee will commence his/her project at the time stated in the application. If the grantee cannot commence work within 6 months from the date signed on his/her application, the grantee agrees to return the full grant amount to the CMS.

Progress Report. A one- to five-page progress report of research results, progress, and expenditures will be submitted to the Society Office by 1 June in the year following the receipt of the grant. If the grant work continues into subsequent years, a progress report must be submitted by 1 June each year until the work is complete. Progress reports will be reviewed by the Chair of the CMS Research Grants Committee and summarized in the Committee's annual report. Progress reports will be mentioned at the CMS annual meeting.

Final Report. A five- to ten-page final report of research results and expenditures is required upon completion of the project. A thesis or manuscript with a list of expenditures will also suffice. The grantee is not required to publish his/her research results; if results are published, we expect the grantee to acknowledge CMS for its support. Final reports will be reviewed by the Chair of the CMS Research Grants Committee and summarized in the Committee's annual report. Final reports will be mentioned at the CMS annual meeting.

The Clay Minerals Society Research Grant Application

SOCIETY OFFICE:

LESLIE D. SHIVERS, *Manager*

THE CLAY MINERALS SOCIETY

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APPLICATION FORM FOR RESEARCH GRANT

Complete and submit this Application Form by e-mail to cms@clays.org to arrive by 1 April. Also ask two faculty evaluators each to e-mail a completed Confidential Applicant Appraisal form from their own e-mail addresses. *If you do not have access to e-mail*, sign and submit six (6) copies of the Application Form and a CV or resume, and include an Applicant Appraisal form from two faculty evaluators, sealed in separate envelopes. Completed grant applications must be received by the CMS office by 1 April, whether sent by mail or by e-mail.

Name of Applicant _____

Title of Research Proposal: _____

Address _____

Phone _____

E-mail _____

Member of CMS? _____

How long? _____

Name of college/university _____

Project is part of

MS _____

PhD _____

Other (specify) _____

Expected date of graduation _____

Name(s) and address(es) of project supervisor(s):

The Clay Minerals Society
Research Grant Application

Title of Research Project

*Using the following as a template, describe the research project. Address each topic concisely. The total project description **may not exceed 2 pages** using this template—i.e., 1" (2.5cm) margins, 12 pt font, single-space paragraphs, and 12 pt. before each paragraph (including headings). Up to one additional page for a figure may be included, but the figure caption must be contained in this two-page description. NOTE: Delete this text and other text in italics before submitting your application.*

Background

Describe the background of the overall research project and the problem being addressed.

Objectives

Discuss the specific objectives of your research project and briefly explain how you plan to achieve these objectives (i.e., what questions do you plan to answer?). Discuss the overall research approach you are using.

Description of Work

Discuss the specific work that will be affected by CMS funding. Discuss how this work relates to the objectives above. Discuss the impact on the overall objectives if the CMS funding were not available (e.g., how would you achieve your objectives in the absence of CMS funding?).

**The Clay Minerals Society
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Budget:

Item (specify type of supplies, equipment or other expense)	Amount Budgeted	Amount Requested

Total amount requested from CMS (not to exceed \$2,500) _____

The Clay Minerals Society Research Grant Application

List any other grants (including funds available to project supervisor) that have supported this project, are currently supporting this project, or are being applied for:

Year Applied	Agency Applied To	Amount Requested	Amount Granted	Use of Funds (be general)

Have you ever applied to the CMS for support of this project before now?

Year(s) applied _____ Year(s) granted _____

At the end of this application, please paste a copy of your CV or resume that includes educational and professional background, significant accomplishments, awards, and a list of publications and talks.

Two confidential individual appraisals are required for each applicant. In order to keep appraisals confidential, please have the individual completing the appraisal form and e-mail it from his/her own e-mail address to cms@clays.org to *arrive* by April 1. Provide your faculty evaluators with a copy of your grant application.

E-mail the completed grant application and CV or resume in **one** file to cms@clays.org. Ask two faculty evaluators to e-mail a completed Appraisal form to cms@clays.org from their own e-mail addresses. If you *do not have access to e-mail*, mail 6 (six) copies of you're application form and CV, and two *sealed* Appraisal forms to The Clay Minerals Society, P. O. Box 460130, Aurora, CO 80046-0130 USA. The grant application must be **received** by the CMS office by 1 April.

Signature _____

Date _____

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Application No. _____

APPRAISAL FORM FOR CMS STUDENT RESEARCH GRANT

The individual listed below is applying for a Student Research Grant from The Clay Minerals Society. This grant may be for up to \$2500 in support of graduate research in the clay sciences. The research must be part of a Masters or PhD research effort.

Please complete this evaluation and e-mail it from your own e-mail address to cms@clays.org to *arrive* by April 1. If you *do not have access to e-mail*, please seal the form in an envelope and give it to the student to include with the completed proposal package.

1. Name of student applicant: _____
2. Name of referee: _____
3. Business title of referee: _____
4. Business address of referee: _____

5. Business phone of referee: _____
6. Please rank the applicant in relation to other graduate students with whom you have worked:
Lower 50% _____ Upper 50% _____ Upper 25% _____ Upper 10% _____ Upper 5% _____
7. To what extent did the student applicant originate the objectives and design of the project?

8. Please evaluate the objectives and design of the student's project.

9. Please evaluate the student applicant. If you are recommending more than one applicant, please compare them.

Signature

Date